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United Nations Conference on Housing and Sustainable Urban Development (Habitat III)
Quito, 17-20 October 2016
Item 6 of the provisional agenda*
Organization of work, including the establishment of subsidiary bodies, and other organizational matters

Information for participants

Note by the Secretariat

I. Background

1. The General Assembly, in its resolutions 67/216 of 21 December 2012, 68/239 of 27 December 2013, 69/226 of 19 December 2014 and 70/210 of 22 December 2015, decided that the United Nations Conference on Housing and Sustainable Urban Development (Habitat III) would be held from 17 to 20 October 2016 in Quito. In its resolution 67/216, the Assembly decided that the objective of the Conference would be to secure renewed political commitment for sustainable urban development, assessing accomplishments to date, addressing poverty and identifying and addressing new and emerging challenges. In the same resolution, the Assembly also decided that the Conference would result in a concise, focused, forward-looking and action-oriented outcome document, which would reinvigorate the global commitment to and support for housing and sustainable urban development and the implementation of a "New Urban Agenda". In its resolution 69/226, the General Assembly decided that the Conference would be composed of eight plenary meetings, on the basis of two meetings a day, and six high-level round-table sessions to be held concurrently with the plenary meetings, except during the opening and closing plenary meetings. The preparatory committee for the Conference, in its decisions 1/2016, 3/2016 and 4/2016 of the third session, decided on further modalities for the Conference.

* A/CONF.226/1.

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II. Date and venue of the Conference

2. The Conference will be held at the Casa de la Cultura Ecuatoriana Benjamín Carrión, Quito, from 17 to 20 October 2016. The address of the venue is:

Av. 12 de Octubre #555 and Av. Patria, Quito

3. Further information on the Conference and other activities is available on the Conference website at www.habitat3.org.

III. Secretariat of the Conference

4. The Secretary-General of the Conference is Joan Clos, Under Secretary-General and Executive Director of the United Nations Human Settlements Programme (UN-Habitat). The Conference secretariat can be contacted at habitat3secretariat@un.org and habitat3conference@un.org. Additional information is also available on the Conference website at http://habitat3.org/.

5. The Officer-in-Charge of the Division of General Assembly and Economic and Social Council Affairs of the Department for General Assembly and Conference Management, Kenji Nakano, will serve as the Secretary of the Conference.

IV. Opening of the Conference and seating arrangements

6. The formal opening plenary meeting of the Conference will commence at 10 a.m. on Monday, 17 October, in the Agora room of the Casa de la Cultura Ecuatoriana Benjamín Carrión to consider all procedural and organizational matters, including the election of the President of the Conference, the adoption of the rules of procedure and the agenda, the election of officers other than the President, the establishment of a Main Committee (if needed), the appointment of the members of the Credentials Committee, the arrangements for the preparation of the report of the Conference and other matters. At the opening, statements will be made by the President of the Conference, the Secretary-General of the United Nations, the President of the General Assembly, the President of the Economic and Social Council and the Secretary-General of the Conference. The opening plenary meeting will also include statements by a representative of local authorities and a representative of the major groups and other stakeholders.

7. At the opening of the Conference and at subsequent plenary meetings, the delegation of each State participating in the Conference and that of the European Union will be assigned four seats: two at the table and two behind the table. Seating will also be specifically assigned for other participants at the Conference.

8. At the high-level round tables held in the Teatro Nacional of the Casa de la Cultura Ecuatoriana Benjamín Carrión, each State participating in the Conference, the European Union and other participants will have two seats, one at the table and one behind the table.

9. Delegations will be seated in English alphabetical order.

V. Agenda and programme of work

10. A provisional agenda and annotations, the organization of work and provisional rules of procedure are contained in documents A/CONF.226/1, A/CONF.226/3 and A/CONF.226/2, respectively.

11. The programme of meetings will be made available in the daily *Journal of the Conference* and will include such details as daily activities, titles, times and locations of meetings, agenda items to be considered and relevant documentation.

12. The list of speakers for the general debate will be established on a first-come, first-served basis, under the customary protocol ensuring that Heads of State and Government speak first, to be followed by other heads of delegation. The European Union, in its capacity as observer, will be included on the list of speakers. The list of speakers was opened on Wednesday, 14 September 2016. All States, as well as the European Union, wishing to be included on the list of speakers are requested to contact the secretariat, in writing, by e-mail (muturi@un.org), indicating the name and level of the speaker. It is proposed that a time limit of five minutes be established for each statement. The list of speakers will be announced in the daily *Journal of the Conference*.

13. In addition to representatives of States participating in the Conference and the representative of the European Union, representatives of the following may, time permitting and without setting a precedent, make a statement in the general debate: (a) intergovernmental organizations and other entities that have received a standing invitation from the General Assembly to participate in the capacity of observer in the sessions and work of all international conferences convened under its auspices (rule 60 of the provisional rules of procedure); (b) specialized agencies and related organizations (rule 61); (c) other intergovernmental organizations (rule 62); (d) interested United Nations organs (rule 63); (e) associate members of regional commissions (rule 66); (f) local authorities (rule 64); and (g) non-governmental organizations (rule 65).

14. The Conference will include six high-level round tables, to be held in the Teatro Nacional in parallel with the plenary meetings.

15. The Conference will include six high-level round tables focusing on identifying concrete actions for the implementation of the New Urban Agenda to further strengthen the global partnerships for sustainable urban development, to be held concurrently with the plenary meetings, except during the opening and closing plenary meetings. The round tables will be held as follows:

- Round table 1: Leave no one behind: urban inclusion and prosperity (Monday, 17 October, 3 to 6 p.m.)
- Round table 2: Ecological, climate-resilient and disaster responsive cities (Tuesday, 18 October, 10 a.m. to 1 p.m.)
- Round table 3: Adequate and affordable housing (Tuesday, 18 October, 3 to 6 p.m.)
- Round table 4: Integrated strategic planning and management (Wednesday, 19 October, 10 a.m. to 1 p.m.)

- Round table 5: Implementing the New Urban Agenda at all levels and with all actors (Wednesday, 19 October, 3 to 6 p.m.)
- Round table 6: Financing sustainable urban development (Thursday, 20 October, 10 a.m. to 1 p.m.)

16. The two co-chairs of the high-level round tables, one from a developing country and one from a developed country, will be appointed by the President of the Conference.

17. The high-level round tables will be interactive and multi-stakeholder in nature and each will be open to participation by representatives of all participating States, up to 15 representatives of observers, representatives of relevant entities of the United Nations system and other accredited intergovernmental organizations, up to 6 representatives of local authorities and up to 6 representatives of major groups and other relevant stakeholders. There will be no prepared list of speakers. At the discretion of the co-chairs, priority in the order of speakers will be given to those speaking at the level of Head of State or Government or at the ministerial level, followed by high-level representatives of other stakeholders, taking into account that there will be no prepared list of speakers. The high-level round tables should aim to achieve a balance between speakers from participating States and representatives of stakeholders. To enable maximum participation, interventions should not exceed three minutes. Representatives of States are invited to indicate to the Secretariat (e-mail mahmassani@un.org, breed@un.org and habitat3secretariat@un.org) whether they will be represented at the level of Head of State or Government or at ministerial level. Concept notes on the high-level round tables will be made available on the Conference website (https://www.habitat3.org).

VI. Requests for meetings

18. Subject to the availability of space and services, every effort will be made to accommodate meetings of regional and other major groups of States, as well as informal meetings and bilateral meetings. Requests other than those for side events mentioned in section XIII below should be sent by e-mail to emeetsm@un.org, indicating in the subject line "Habitat III Conference".

Bilateral meetings

19. For bilateral meetings among States at the Head of State or Government or ministerial level, eight rooms, each with a capacity to hold a maximum of 15 participants, will be available in the main venue. Requests for bilateral meetings should be submitted to Mr. Tony Di Lanzo (email dilanzot@un.org), following the current procedure at Headquarters in New York. Final confirmation of all room assignments will be made the day before the meeting. To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 30-minute durations. It is essential that all requests specify the date and time of each meeting and include the name of the other delegation participating in the bilateral meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same room.

VII. Interpretation

20. The six official languages of the Conference are Arabic, Chinese, English, French, Russian and Spanish. Statements made in the plenary and the high-level round tables will be interpreted in the official languages. The extension of meetings beyond their normal duration and the provision of interpretation services to regional and other major groups of States and bilateral meetings will be arranged according to the availability of interpretation services.

21. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

VIII. Documentation

22. The official documentation of the Conference will be issued in Arabic, Chinese, English, French, Russian and Spanish.

Distribution of official documents

23. Distribution of official documents will be limited to minimize the environmental impact of the Habitat III processes and to contribute to climate neutrality. Delegations are encouraged to bring their own mobile devices loaded with pre-session documentation. All conference documentation is available on the Conference website (www.habitat3.org). Print-on-demand service will be provided for those delegations needing extra hard copies. The Conference *Journal*, which will also be made available in a limited number of hard copies, can be accessed at the Conference website. A link to the programme of side events for the Conference will appear daily in the *Journal*.

Circulation of written statements

24. There will be no circulation of statements in hard copy. Delegations are required to bring 20 copies of their statement to the Meeting Servicing Assistant desk in the meeting room. Delegations wishing to have their statement posted on the Conference website are encouraged to e-mail their statement to the secretariat one day in advance, if possible, or at least three hours before delivery, to the following e-mail addresses: habitat3conference@un.org and habitat3secretariat@un.org, indicating in the subject line, "Statement and Name of delegation".

IX. Access and accreditation

25. Access to the Conference site and conference rooms will require presentation of a valid conference pass issued by the United Nations. Delegates holding a conference pass are subject to screening at the main entrance of the Conference venue.

26. Online registration was closed on 8 October 2016. On-site registration will be possible, provided an official communication containing an authorized list of the delegation or a letter of credentials is produced. Requests will be reviewed and approved by the Habitat III secretariat.

27. Accreditation with photo badge will commence at the venue from 13 October 2016 until the last day of the Conference. All participants are requested to present the acknowledgement of registration e-mail in hard copy form or on a mobile device/tablet together with the passport (for international participants) or identification card (for national participants) which was used for online registration and issuance of a conference badge. The acknowledgement of registration will also allow participants to utilize transport provided by the host country.

Participating States

28. Participating States are required to register by sending a note verbale to the Habitat III secretariat (muturi@un.org and habitat3secretariat@un.org with copy to habitat3conference@un.org) with the composition of their delegations (name and title of each representative).

Intergovernmental organizations

29. The Conference will be open to the participation of intergovernmental organizations and other entities having received a standing invitation from the General Assembly to participate as observers in the sessions and the work of all international conferences convened under its auspices, in accordance with the provisional rules of procedure of the Conference.

30. For access and accreditation, the representatives of intergovernmental organizations are requested to send an official letter to the Habitat III secretariat via e-mail to muturi@un.org and habitat3secretariat@un.org with copy to habitat3conference@un.org with the details of the composition of their delegations.

Specialized agencies and related organizations

31. For access and accreditation, the representatives of the specialized agencies of the United Nations system and related organizations are requested to send an official letter to the Habitat III secretariat via e-mail to habitat3secretariat@un.org with copy to habitat3conference@un.org with the details of the composition of their delegations.

Associate members of regional commissions

32. For access and accreditation, the representatives of the associate members of regional commissions[1] are requested to send an official letter to the Habitat III secretariat via e-mail to habitat3secretariat@un.org with copy to habitat3conference@un.org with the details of the composition of their delegations.

[1] American Samoa, Anguilla, Aruba, Bermuda, British Virgin Islands, Cayman Islands, Curaçao, French Polynesia, Guadeloupe, Guam, Martinique, Montserrat, New Caledonia, Northern Mariana Islands, Puerto Rico, Sint Maarten, Turks and Caicos Islands and United States Virgin Islands.

United Nations organs

33. Interested United Nations organs should communicate the composition of their delegations to the Habitat III secretariat via e-mail to habitat3secretariat@un.org.

Major groups and other relevant stakeholders

34. Pursuant to General Assembly resolution 70/210, major groups and other relevant stakeholders that are currently in consultative status with the Economic and Social Council and those accredited to Habitat II and the United Nations summit for the adoption of the post-2015 development agenda, as well as those non-governmental organizations approved by the preparatory committee at its second and third sessions, that wish to participate in the plenary meetings and the high-level round tables as an accredited stakeholder must have submitted an official letter of delegation signed by the head of organization or authorizing officer to the Conference Secretariat before 1 October 2016.

35. All stakeholders, regardless of the status of accreditation of their organization with the United Nations, will have access to the exhibition area, the stakeholders round tables, the assemblies, parallel events, training events, the Urban Stage, urban talks, side events, networking events and others.

X. Credentials

36. The credentials of representatives and the names of alternate representatives and advisers should be addressed to the Secretary-General of the United Nations and delivered to the Office of Legal Affairs, located on the 36th floor of the Secretariat Building (Room S-3639 or S-3608), if possible not less than one week before 17 October 2016. The credentials should be issued either by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of the European Union, by the President of the European Commission.

XI. List of participants

37. The Conference secretariat in Quito will compile a list of participants of the Conference. Delegations of States, intergovernmental organizations and associate members of the regional commission, as well as specialized agencies and related organizations, are requested to submit a comprehensive list of their respective delegations to the Conference, with the functional titles and designations of all the delegates, to the Secretary of the Conference in New York (at muturi@un.org with a copy to habitat3secretariat@un.org and habitat3conference@un.org). If the comprehensive list is not received before 15 October 2016, the secretariat will use the information collected from the letters of credentials/nomination received.

XII. Media arrangements and services

38. All media that have registered online to attend the Conference should have submitted the following documents via e-mail to habitat3media@un.org by 11 October 2016:

- A recognized national or international press association card;
- A corresponding national identification card.

39. Those unable to submit the documents by the deadline stated above will be required to present the documents at the venue.

40. Freelance journalists, or those unable to provide a recognized national or international press association card, are requested to provide:

- A copy of your passport/national ID card;
- A copy of a valid press card/work pass; OR a letter on headed paper from your media organization outlining your role/function, signed by the editor-in-chief or publisher;
- (For freelance journalists only): In addition to items 1 and 2 above, two (2) examples of your published work from the last 12 months.

41. For accredited journalists, a working space for a limited number of media representatives will be available in the Media Centre, located in the Casa de la Cultura Ecuatoriana Benjamín Carrión. The Media Centre will be open during the conference period from 8 a.m. to 7 p.m. and is equipped with wireless Internet access, a limited number of computers and teleconference facilities for use by visiting journalists upon advance request.

42. All inquiries concerning media arrangements should be addressed to the Habitat III secretariat via e-mail to habitat3media@un.org.

Live webcast coverage

43. United Nations webcast services will provide live and on-demand coverage of the plenary meetings, the high-level round tables, press conferences and other major events. The coverage will be available on the United Nations Web TV website at http://webtv.un.org, in English and the original language of the speaker, and select webpages of www.habitat3.org. Videos on the Habitat III process are also available online at http://webtv.un.org.

XIII. Side events and exhibitions and parallel and other events

Side events

44. Habitat III side events provide a platform for national, regional and local governments, civil society organizations, parliamentarians, research and academia, grass-roots organizations, women, children and youth, business and industries, foundations and philanthropies, professionals, trade unions and workers, farmers, indigenous people, media and older persons, as well as intergovernmental organizations to present research, projects or networks on specific topics of

relevance and interest in the area of housing and sustainable urban development. Side events focusing on implementation and action initiatives for the New Urban Agenda are well represented in the programme.

45. Side events will each last one hour and are an opportunity to share data, knowledge and initiatives in an effort to advance the implementation of sustainable urban development in cities and towns around the globe. Side events rooms will be duly equipped and will have a room capacity of 80-100 persons. They will be organized from 17 to 20 October 2016, at the Casa de la Cultura Ecuatoriana Benjamín Carrión. Time slots are 8 a.m.-9 a.m., 9.30 a.m.-10.30 a.m., 11 a.m.-12 noon and 12.30 p.m.-1.30 p.m.

46. The list and schedule of side events is available online at https://habitat3.org/side-events.

Networking events

47. Habitat III networking events provide a platform for national, regional and local governments, civil society organizations, parliamentarians, research and academia, grass-roots organizations, women, children and youth, business and industries, foundations and philanthropies, professionals, trade unions and workers, farmers, indigenous people, media and older persons, as well as intergovernmental organizations, to discuss specific topics of relevance and interest in the area of housing and sustainable urban development. Networking events focusing on implementation and action-oriented initiatives for the New Urban Agenda are prioritized.

48. The networking events will each last two hours and are an opportunity to build knowledge, strengthen partnerships and networks through sharing ideas and commitments in an effort to advance the implementation of sustainable urban development in cities and towns around the globe. Networking events rooms will be duly equipped. Rooms have capacity from 80 to 100 persons. They will be held from 17 to 20 October 2016, from 2 p.m. to 4 p.m. and 4.30 p.m. to 6.30 p.m.

49. Detailed information and the list with schedule of networking events is available online at https://habitat3.org/networking-events.

Training events

50. Training events will be led by different partners and institutions well-known for their work and expertise in training and research. Each training event will focus on a particular theme and will be practical, problem-solving oriented and intensive in nature. The events will provide an essential "how to" approach to development challenges with the latest innovative tools, methodologies, instruments and packages of knowledge to support implementation of the New Urban Agenda.

51. They are designed to develop skills and knowledge that help participants address the challenges of bringing together policies, programmes, projects and strategies that effectively support the implementation of the New Urban Agenda. The training events will be held from 18 to 20 October, from 8 a.m. to 11 a.m. daily.

52. Detailed information on training events is available online at https://habitat3.org/training-events.

Urban talks

53. Urban talks will be a series of featured speeches and discussions with some of the world's most renowned urbanists, economists, sociologists and thinkers. These are keynote sessions or dialogues that discuss urbanization from an array of professional perspectives. They are intended to highlight the various angles through which citizens can be engaged in the New Urban Agenda and to identify collaborative opportunities. The urban talks will be held from 7 p.m. to 8.30 p.m., from 17 to 19 October.

54. Detailed information Urban Talks is available online at https://habitat3.org/urban-talks.

Urban Library

55. The Urban Library is an opportunity for Habitat III partners and participants both within and outside the United Nations system, as well as government representatives, professors, researchers, students and architecture and urban design consultants, to launch or put on display publications that showcase their advocacy and work. Events, each 45 minutes long, will run daily from 17 to 20 October, from 8 a.m. to 6 p.m. The Urban Library will be hosting events by organizations launching their recent publications relevant to the theme and discussions of the Habitat III Conference.

56. Detailed information about the Urban Library is available online at https://habitat3.org/urban-library.

Urban Future

57. The Urban Future space is dedicated to showcasing innovative approaches to urban development, with the aim of providing an opportunity for cutting-edge knowledge on housing and urban issues to be shared. From book launches, applications and software demonstrations, to discussions on contemporary city-dweller projects, each Urban Future event will typically run for 45 minutes from 8 a.m. to 6 p.m., from 18 to 20 October.

58. Detailed information about the Urban Library is available online at https://habitat3.org/urban-future.

Stakeholders' round tables and assemblies

59. The Habitat III Conference will be holding an array of round-table meetings and assemblies, which will provide an opportunity for key partners to discuss the topics of their choosing and to organize their constituencies around the substance of the New Urban Agenda, laying the groundwork for inclusive and representative implementation at every level. They will be held in the morning and in the afternoon from 17 to 20 October 2016.

60. Detailed information about the stakeholders' round tables and assemblies is available online at https://habitat3.org/stakeholders-roundtables and http://habitat3.org/assemblies.

Exhibition

61. The Habitat III Exhibition will be one of the most vibrant and active areas of the conference, where member States, organizations and institutions, civil society and the private sector can showcase proposals and commitments to the implementation of the New Urban Agenda and advocate their work on housing and sustainable urban development. It will provide space for informal discussions, side events and presentation of urban innovations. Designed to attract a large audience, the exhibition will be open to the public and to Habitat III delegates from 9 a.m. to 6 p.m. daily from 15 to 20 October 2016.

62. Detailed information on participation at the Habitat III Exhibition is available online at https://habitat3.org/exhibition.

Parallel events

63. Besides networking, side and training events, a number of other events about the New Urban Agenda and its implementation will also be held by partners within and outside the Conference venue. This will be an opportunity for programme and project teams, as well as global and regional networks of partners, to meet and advance the New Urban Agenda, taking advantage of the momentum created by the Conference.

64. Detailed information about parallel events is available online at https://habitat3.org/parallel-events.

Habitat III Village

65. The Habitat III Village will be staged throughout the city, including the main venue of the Conference, and will be an innovative and vibrant space where urban planners, organizations and urban stakeholders from all over the world will implement urban solutions, projects and interventions as a live model and legacy of the New Urban Agenda in Quito.

66. The Habitat III Village is an initiative of the Habitat III secretariat with the support of the Housing Ministry of Ecuador, in collaboration with several agencies of the Metropolitan District of Quito, and coordinated by the Metropolitan Institute of Urban Planning and La Mariscal Neighbourhood administration.

67. The Habitat III Village will highlight urban innovations, essentially turning the city of Quito into an urban lab.

68. Detailed information about the Habitat III Village is available online at https://habitat3.org/village/.

XIV. Visa requirements

69. Participants are required to obtain a visa for Ecuador well in advance of their trip. Your passport must be valid for at least 6 months beyond your travel dates. A round/onward trip ticket is needed to prove the length of your stay. The Habitat III secretariat is not responsible for issuing visas to enter Ecuador.

70. Ecuador welcomes people from all over the world who wish to visit for a short period of time or to establish permanent residency. If you come to Ecuador as a tourist or on a business trip, you do not need a visa for a stay of up to 90 days in a 12-month period (chronological year) and your visa will be provided upon arrival, unless you are a citizen (passport holder) of one of the countries listed below, for which a visa is required: please contact your nearest embassy.

- Afghanistan
- Bangladesh
- Cuba
- Eritrea
- Ethiopia
- Haiti (citizens must have received a tourist document validation prior to entering the country, which can be obtained from: www.consuladovirtual.gob.ec)
- Kenya
- Nepal
- Nigeria
- Pakistan
- Senegal
- Somalia

71. It should be noted that having a visa or not requiring one does not guarantee entry to Ecuador. An Ecuadorian inspector at the port of entry will determine whether you are eligible to enter.

72. Ecuador reserves the right to prevent entry, or to deny or revoke a visa, to participants or applicants who do not meet the requirements established by national laws. The Migration Control Unit of the Ministry of the Interior will be the body responsible for reviewing the validity and authenticity of delegates' visas at the time of their arrival in Ecuadorian territory and will not allow entry if these rules are not observed, under current regulations.

73. Visas and other documents issued by Ecuador do not exempt the holder from complying with their immigration duties or with regard to transit through third countries (i.e. Schengen or the United States). Those concerned should ensure that they comply with the requirements for an airport transit visa, valid vaccination certificates and other required documents according to their itinerary.

74. In extraordinary circumstances the host country will set up help desks at the international airports of Quito and Guayaquil, to support official delegations and conference attendees meeting the above requirements for obtaining a visa.

75. Should you require additional information, please contact your nearest Ecuadorian Embassy or Consulate.

XV. Transportation

76. Quito International Airport-Mariscal Sucre International Airport, is located at Oyambaro near the town of Tababela, about 18 kilometres (11 miles) east of Quito. In moderate traffic conditions the journey between Quito and the Airport varies from 35 to 50 minutes.

77. The current airlines servicing Quito International Airport are as follows:

Airline	*Destination*	*Terminal*
Aeromexico	Mexico City	International
American Airlines	Dallas/Fort Worth, Miami	International
Avianca	Bogotá	International
Avianca El Salvador	San Salvador	International
Avianca Ecuador	Baltra, Coca, Guayaquil, Manta, San Cristóbal	Domestic
Avianca Ecuador	Bogotá, Lima, Panamá City-Tocumen, Santa Cruz de la Sierra	International
Copa Airlines	Panamá City-Tocumen	International
Copa Airlines Colombia	Bogotá, Barranquilla, Panamá City-Tocumen	International
Delta Airlines	Atlanta	International
Iberia	Madrid	International
Insel Air Aruba	Aruba	International
JetBlue Airways	Fort Lauderdale	International
KLM	Amsterdam	International
LATAM Chile	Santiago de Chile	International
LATAM Ecuador	Baltra, Cuenca, Guayaquil, San Cristóbal	Domestic
LATAM Ecuador	Lima, Miami, Santiago de Chile	International
TAME	Baltra, Coca, Cuenca, Esmeraldas, Guayaquil, Lago Agrio, Loja, Manta, Machala, Salinas, San Cristóbal	Domestic
TAME	Bogotá, Cali, Habana	International
	Seasonal: Cartagena, Curacao, Montego Bay, Punta Cana, San Andrés, Varadero	
United Airlines	Houston	International
Viva Colombia	Bogotá	International

78. Further information about Mariscal Sucre International Airport is available online at www.aeropuertoquito.aero.

79. Guayaquil International Airport also has flights to New York, La Paz, Barcelona, Los Angeles and Buenos Aires.

Delegations

80. The host country may provide courtesy transport for ministers of each country represented and shuttle buses for other delegations, based on the schedule. All delegations are requested to submit their flight details upon registration at www.habitat3.org.

81. Habitat III will offer transportation for registered participants to and from the airport to the hotels listed below. Shuttle services will also be available between the hotels listed and the main venue, Casa de la Cultura Benjamín Carrión. The detailed schedules and routes are listed below.

- **Shuttles from Mariscal Sucre International Airport to Hotels**

  A free transportation service from Mariscal Sucre International Airport is provided to all registered participants. In order to use the service, participants must show their acknowledgement of registration. Habitat III transportation will run 24 hours a day, according to the flight arrivals.

  - Dates of operation: 15-21 October
  - Hours of operation: 24 hours

- **Shuttles from/to hotels and from/to the venue**

  Habitat III participants are also offered free transportation service between the main hotels and the venue. The shuttle's estimated travel time is from 15 to 20 minutes.

  From Hotels — Casa de la Cultura Benjamín Carrión — Hotels

  - Dates of operation: 15-20 October
  - Hours of operation:

    Saturday-Sunday: 8 a.m.-7 p.m.
    Monday-Thursday: 6.30 a.m.-9.30 p.m.

- **A list of hotels with a shuttle service will be published on the official website, www.habitat3.org**

82. Any participant/delegation requiring private transportation must pay the corresponding costs and contact the travel service in advance. For more information and assistance, please visit www.infotravelecuador.com.

Airport transport service — Autoservicio

83. Autoservicio provides direct transport from Quito to the Mariscal Sucre International Airport, 24 hours a day, 365 days a year with no stops en route. The bus terminal in Quito is located at the former international arrivals section of the old airport. The cost is $8.00 per journey per person. Bus tickets can be purchased

online on the Aeroservicios website (www.aeroservicios.com) or directly at the counter located in the Arrivals Hall of the Mariscal Sucre International Airport and at the Aeroservicios terminal (old airport), with any credit or debit card or cash.

Taxi

84. Taxis from Cooperativa Aeropuerto Mariscal Sucre No. 34 and Asociación de Cooperativas del Valle (Univalle) will take you directly to your address, office or hotel. They operate 24 hours a day, 365 days a year and cost around $25 to $30 per ride from Quito airport to the city centre. Routes within Quito are metered and rarely exceed $5.

Public transportation

85. Public transport units connect the airport with the Bus Terminal on Avenida Río Coca to the north of Quito and the Quitumbe Bus Terminal to the south of Quito. The cost of a ticket from the airport terminals is $2.00. The service is provided by the following operators:

- Río Coca Terminal, Consorcio SOTRANOR
  Schedule: from 5.30 a.m. to 10 p.m.
- Quitumbe Terminal, Consorcio COSIBO
  Schedule: from 5.30 a.m. to 7 p.m.

86. Public transport services operate in the city centre, on routes towards the north and south of the city with a cost per ride of $0.25.

XVI. Other services

Prayer room

87. Two separate prayer rooms (female and male), with limited capacity, will be available inside the venue Casa de la Cultura Benjamín Carrión. Individual mats will be available in the rooms.

Accommodation

88. Each participant is responsible for booking his/her accommodation. The host country, Ecuador, has set up a booking centre to facilitate the process, at www.infotravelecuador.com.

XVII. Security

Security arrangements

89. The main venue and adjacent territories where parallel events are held (Blue zone) will be under the jurisdiction of the United Nations.

90. The host country will provide support with regard to security issues if necessary, in areas adjacent to the Blue Zone as well as other facilities that are not part of the Conference.

91. The Habitat III Security Office will operate from 7.30 a.m. to 5.30 p.m. The Security Office:

- Receives official telephone calls requiring action after normal working hours
- Assists in locating and notifying the Organization's senior officials in an emergency
- Liaises with national security representatives regarding security arrangements for dignitaries
- Liaises with local authorities whenever outside emergency assistance is required, e.g. ambulance, medical, police
- Handles lost and found property

92. Strict security measures are observed at Habitat III Conference Headquarters. Metal detectors will be operating at the entrance to the venue and participants are requested to wear their identification badges at all times. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms. Should participants smell smoke or should there be the slightest sign of a fire or any other danger, they should call 911 immediately and leave the premises.

Personal valuables

93. Once participants have checked into their hotels it is advisable to leave important identity documents in the hotel safe and to carry photocopies. Participants are advised to carry their valuables safely when in the street, especially when using public transport, as pickpockets may be operating.

Natural disasters

Volcanoes

94. There are a number of active volcanoes in Ecuador. You should monitor media reports and the website of the National Ecuadorian Geophysics Institute (in Spanish) for the latest information on volcanic activity. If you are planning to climb one of the volcanoes in Ecuador, you should contract an official mountaineering guide. Official bulletins are issued via the Ministry of Security Co-ordination and their Twitter account: @Seguridad_Ec.

95. Volcanic activity has been moderate to low over recent months. The local authorities have allocated official shelters throughout the vulnerable areas. At the beginning of October 2015, early warning sirens were installed in the Los Chillos and Tumbaco valleys and in other surrounding areas. Quito city centre is considered a safe area.

96. The official authorities continue to advise people in the vulnerable provinces to have a home emergency backpack ready, with water, tinned food, disposable face masks, goggles and a first aid kit. You should also monitor media reports and the website of the National Ecuadorian Geophysics Institute (in Spanish) for the latest information on volcanic activity, at www.igepn.edu.ec/.

Earth tremors

97. Since Ecuador is located in an active seismic area, there are frequent earth tremors, but these rarely cause any damage or casualties. However, as Ecuador is located in the Pacific Ocean Ring of Fire, the earthquake risk is very high. On 16 April 2016, at 6.58 p.m., an earthquake with a preliminary magnitude of 7.8 struck the north-western coast of Ecuador, between Manabí and Esmeraldas provinces, causing over 650 deaths and widespread damage to infrastructure. Aftershocks are still occurring and may be felt for months.

98. While in Ecuador you should follow the advice of the Ecuadorian National Risk Control Agency and the Seismic Monitoring Agency. More about what to do before, during and after an earthquake is available online from the United States Federal Emergency Management Agency or other specialized agencies at www.ready.gov/earthquakes.

Other risks

99. All participants are recommended to take out comprehensive travel and medical insurance before they travel.

100. Detailed further information on other risks is available online at travelhealthpro.org.uk/locations/Ecuador/#Other_risks.

Altitude sickness

101. The highest point of elevation in Ecuador is over 2,500 metres (m) and Quito is at 2,819 m. Travellers should spend a few days at an altitude below 3,000 m above mean sea level.

102. Travellers should avoid travelling from altitudes of less than 1,200 m to altitudes greater than 3,500 m in a single day. Ascent above 3,000 m should be gradual. Travellers should avoid increasing sleeping altitude by more than 500 m a day and take a rest day (at the same altitude) every three or four days. Travellers who develop symptoms of acute mountain sickness (AMS) (headache, fatigue, loss of appetite, nausea and sleep disturbance) should avoid further ascent. In the absence of improvement or with progression of symptoms the first response should be to descend. Acetazolamide can be used to assist with acclimatization, but should not replace gradual ascent.

103. There are three syndromes: AMS, high-altitude cerebral edema (HACE) and high-altitude pulmonary edema (HAPE). HACE and HAPE require immediate descent and medical treatment. Development of the symptoms of HACE or HAPE requires immediate descent and emergency medical treatment. Drink water and remain hydrated.

Dengue

104. Dengue is known or has the potential to occur in Ecuador. Dengue is a viral infection transmitted by mosquitoes, which predominantly feed between dawn and dusk. It causes a flu-like illness, which can occasionally develop into a more serious life-threatening form of the disease. Severe dengue is rare in travellers going to Quito.

105. All travellers should avoid mosquito bites, particularly between dawn and dusk. There is no vaccination or medication to prevent dengue.

Zika

106. Some cases of locally-transmitted Zika virus have been confirmed in the last three months. You should follow the advice of your own national travel health network or centre and discuss your travel plans with your health-care provider, particularly if you are pregnant or planning to become pregnant.

Terrorism and other crime

107. Cases of armed robbery and petty crime may occur. Nevertheless, many tourists visit Ecuador every year and most visits are trouble-free. There is a low threat of terrorism.

XVIII. Health services and vaccines required

108. Any medical costs incurred during the stay in Quito will be covered by participants directly. It is therefore strongly recommended that participants arrange for their own health insurance.

109. For the duration of the United Nations Conference on Housing and Sustainable Urban Development (Habitat III) the Government of Ecuador has put in place the following measures:

- Medical teams in the Blue Zone for emergency care
- Reinforcement of health staff and specialized medical teams in all establishments surrounding the venue and partner hotels
- Health teams for emergency care at five-star hotels (Sheraton, Dann Carlton, Marriott, Hilton Colon, Best Western, Swissotel and Hotel Quito (seven doctors and seven nurses)
- Medical teams at the busiest sites: the airport, Casa de la Cultura and the Blue Zone; and enhanced human resources and other requirements in health facility emergency services

110. A suggested list of hospitals in Quito is provided below.

Clínica El Batán	Av. 6 de Diciembre y Tomás de Berlanga	022-445-065/500 022-445-067	
Clínica Internacional	Av. América 3282 y Atahualpa	022-259-840 026-002-230	
Clínica Pichincha	Páez y Veintimilla	022-561-420 022-569-798 022-562-416 022-562-416	www.hcp.com.ec
Clínica Pasteur	Av. Eloy Alfaro N 29-248 e Italia	022-992-400	
Clínica Santa Lucía	Suiza 209 y Av. Eloy Alfaro	022-274-900 022-252-1089	
Hospital Metropolitano	Av. Mariana de Jesús y Nicolas Arteta	023-998-000 023-998-128 023-998-000	www.hmetro.med.ec
Hospital Vozandes	Av. 10 de Agosto Oe 2-37 y Villalengua	022-263-512 022-262-142	www.hospitalvozandes.org
Novaclínica	Veintimilla 1394 y Av. 10 de Agosto	022-545-390	
Hospital de los Valles	Vía Interoceánica Km. 1 1/2 y Av. Florencia	022-977-900 022-971-700	www.hospitaldelosvalles.com
Clínica Cruz Blanca	Quiteño Libre E 13-35 y Fernando Ayarza Gnrl Francisco Salazar E11-115 y 12 de Octubre	023-331-172 022-556-445	www.cruzblanca.com.ec

111. A medical room is located on the ground floor at the venue and is open from 7.30 a.m. to 7.30 p.m. on meeting days. First aid will be provided free of charge. For all medication and medical services provided by clinics, hospitals, pharmacies or other health-care institutions, delegates must pay the service providers directly.

Vaccines required

112. When entering the country at ports, airports and border crossings, participants will be requested to voluntarily show the international certificate of yellow fever vaccination if coming from a country or area declared by the World Health Organization as "high risk". This will be compulsory for participants coming from three countries with active yellow fever transmission (Angola, Democratic Republic of the Congo and Uganda).

113. Delegates are requested to report to their embassies and the Habitat III secretariat (see http://habitat3secretariat@un.org; habitat3ecuador@un.org) when departing from a country considered of risk for transmission and with active outbreaks of yellow fever or coming from the Amazonian provinces of Ecuador; vaccination should be performed a minimum of 10 days prior to arrival to Ecuador.

114. The United States Centers for Disease Control and Prevention, recommend all travellers to Ecuador to have routine vaccinations including:

- Flu
- Td (Tetanus, Diphtheria)
- Tdap (Tetanus, Diphtheria, Pertussis)
- HPV
- Shingles
- Pneumococcal
- Meningococcal
- Hepatitis A
- Hepatitis B

XIX. Emergency numbers

115. If you need emergency medical assistance during your trip, dial 911 and ask for an ambulance. You should also contact your insurance/medical assistance company promptly if you are referred to a medical facility for treatment.

116. Emergency telephone numbers in Ecuador are as follows:

- Emergency and Ambulance: 911
- Fire Department: 102
- Police, Patrol Centre and radio watch: 101
- Information: 104
- Mariscal Sucre International Airport: (593) 2-257-2780
- International country code: 593

XX. Currency

117. The currency of Ecuador is the United States dollar. Bills over 20 dollars are hard to change; bring bills of smaller denominations or change larger notes at hotels, expensive restaurants, etc. Ecuador issues 5- 10- 25- and 50-cent coins, which are equivalent to United States coins, as well as a 1-dollar coin; however, these are only accepted in Ecuador. Euros may be exchanged for United States dollars at banks, hotels and money exchange offices. Foreign currency can be

exchanged at Quito International Airport, banks, foreign currency exchange bureaux or hotels.

XXI. Telephone communications and mobile telephones

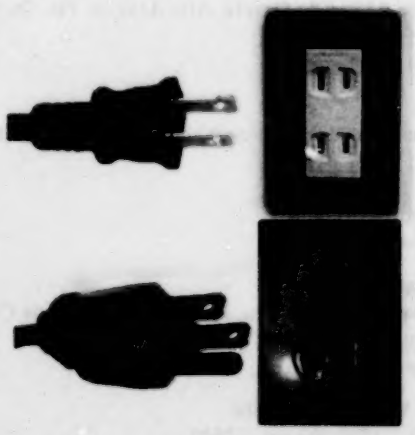
118. Before travelling, it is advisable to check whether your mobile phone carrier offers roaming services in Ecuador. If not, prepaid SIM cards for use with unlocked phones can be purchased in local mobile phone shops.

119. Dialling directions are as follows:

- Local calls: dial the number directly (7 digits for landlines)
- National calls to mobile phones: 0 + number (9 digits)
- Long-distance calls: area code + number (7 digits for landlines)
- International calls: dial the exit code (00) + country code + area code + number
- To call Quito from abroad, dial the international direct dial access + country code (593) + 2 + number

XXII. Electricity and power outlets

120. Electrical power is 110-120 volts and 60 cycles AC is used. Most outlets are for two flat prongs (as in North America). It is advisable to have an outlet adaptor and to check the voltage of each device before plugging it into an outlet.



XXIII. Climate

121. Even though Quito is in the tropics and the Equator runs through the city, the weather can get cold owing to the high altitude. For October, the average high is 20°C (66°F) 68°F and the average low is 10°C (50°F).

122. Weather: June to September is the dry season, with daytime temperatures of around 21°C (70°F). The rainy season is from October to May, with March and April the wettest months. This usually means clear mornings and heavy downpours in the afternoon, with the sun coming out again later.

XXIV. Other useful information

Banking services

123. Banking services will be available at the Conference venue.

124. Most city offices and banks are open from 9 a.m. to 5 p.m., Monday to Friday. Currency exchange facilities and banks are also open on Saturday morning and on weekdays only at major hotels and malls. ATMs can be found in all the main cities. Cash withdrawals can be made at most banks or ATMs. In remote areas, banking facilities are not available and the use of credit cards is less common, so it is advisable to carry cash.

125. Most international Visa and MasterCard, Diners Club and American Express cards are widely accepted at hotels, department stores, shops, restaurants and pubs. When paying with credit and debit cards, you will be asked to provide ID.

126. A 14 per cent sales tax is added to all purchases in Ecuador. A service tax of 10 per cent is nearly always added to hotel and restaurant bills. In Quito, there is also a small city hotel tax.

127. Some of the banks near the Conference venue in Quito are listed below:

Banco Bolivariano
Av. 12 de Octubre y Lizardo García, Alto Aragón, PB. Quito
Telephone: (593) 2 245 5000
www.bolivariano.com

Banco Citibank
Av. República del Salvador and Av. Naciones Unidas. Quito
Telephone: (593) 2 297 0112
1-800-600-600
citiservice.ecuador@citi.com
www.citibank.com/ecuador

Banco de Guayaquil
Av. 12 de Octubre y Luis Cordero, Edificio World Trade Center 2. Quito
Telephone: (593) 2 3730100 ext. 44700
Opening hours: 9 a.m.-4.30 p.m., Monday-Friday

Av. Amazonas y Veintimilla. Quito
Telephone: (593) 2 3730100 ext. 57601
Opening hours: 9 a.m.-4.30 p.m., Monday-Friday

Banco del Pacífico
Av. Amazonas N. 22-94 y Veintimilla. Quito
Telephone: (593) 2 2500988

Reina Victoria y Ave. Patria. Quito
Telephone: (593) 2 2507228
Opening hours: 8.30 a.m.-5 p.m., Monday-Friday

Banco General Rumiñahui
Calle Queseras del Medio y Av. Gran Colombia, esquina. Quito
Telephone: (593) 2 2090319
wwwp2.bgr.com.ec/portal/web/guest/inicio

Produbanco
Av. 12 de Octubre y Madrid, Supermaxi. Quito
Telephone: (593) 2 2524050
Opening hours: 9.30 a.m.-7 p.m., Monday-Friday
9.30 a.m.-4 p.m., Saturday

Av. Amazonas 366 y Robles. Quito
Telephone: (593) 2 2563900
Opening hours: 8.30 a.m.-6 p.m., Monday-Friday

128. Regular bank opening hours in Quito are from 9 a.m. to 1 p.m. and from 1.30 p.m. to 4.30 p.m. Monday-Friday, but they may vary from bank to bank.

Language

129. The official language of the Republic of Ecuador is Spanish. Kichwa (also Quichua), one of the Northern Quechua group of languages — the lingua franca of the Inca Empire — and Shuar are official languages of intercultural relations.

Postal services

130. Correos del Ecuador CDE EP

Av. 12 de Octubre y Andrade Coello de Madrid, opposite the Casa de la Cultura Benjamín Carrión
Telephone: (593) 2 2555903
Opening hours: 8 a.m.-1 p.m., 2 p.m.-5 p.m., Monday-Friday

Drinking water

131. Drinking water directly from the tap is not recommended. We advise participants to consume bottled water (*agua pura* or *agua purificada*) provided by the hotels or to purchase bottled water at any grocery store.

Restaurants and food

132. Ecuador is a fertile country where the weather is spring-like all year long. Whenever you buy in any city, you have the advantage of buying locally harvested products, which are cheap and fresh all year round. In Quito there are markets that date back to pre-Inca times, when everybody exchanged goods. This style of interaction is still alive in the popular markets and fairs in Quito.

133. If you prefer to buy in a supermarket, there are large supermarket chains in Quito, similar to those in other countries, which are open seven days a week and which offer a great variety of high-quality products, both local and imported, and there is always one close by.

134. Some general recommendations: check the dates on packaged goods and make sure that the packaging is intact and that the seal has not been broken. At markets and fairs you can haggle, so practise your bartering skills to get the best price.

Ecuadorian cuisine

135. Ecuadorian cuisine is diverse and delicious, with traditional dishes influenced by the indigenous diet and the mix of other cultures, which have given rise to authentic dishes such as *locro*, *chicharrón*, *fritada* and the delicious *ceviche*. Quito, the capital of Ecuador, offers its visitors an excellent selection of food and restaurants. With numerous restaurants and small food stalls, in Quito and the surrounding areas, you will have the opportunity to enjoy food ranging from French fries to filet mignon. Prices vary from place to place.

136. Besides Ecuadorian cuisine there is also a great variety of international (Spanish, Italian, French, Chinese etc.) dishes, together with local specialities. The quality of the food varies, as do the prices, which vary from very cheap to very expensive, but are relatively low compared with prices abroad. Ecuadorian cuisine is cheaper than international cuisine, while wines are usually imported and expensive. Depending on the service, it is recommended to leave a tip.

137. Restaurants in Quito generally open from noon onwards. Lunchtime is from approximately 12.30 p.m. to 3 p.m. at the latest. More exclusive restaurants are generally open until midnight. It is recommended to arrive early to be sure of getting a table, especially on weekends. Popular restaurants are full during peak hours.

138. There is no specific area for restaurants in Quito, although many are near the nightlife areas, for example, on Amazonas Avenue, not far from the Conference venue and in the neighbouring streets there is a variety of restaurants.

139. All types of fast food, from the well-known international chains to national options, are available in Quito. Fast-food restaurants can be found on the main streets of the city and there are food courts in the large shopping centres, offering a variety of food and prices.

Contact information

140. For any queries regarding participation in the Conference, please contact the Habitat III secretariat at: habitat3secretariat@un.org or habitat3conference@un.org, putting "Country — national delegation" in the subject line.